



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**April 28, 2014**

**Approved: June 16, 2014**

**PRESENT:** Vincent Amoroso, Chair; Les Fox, Member; Raid Suleiman, Member and Jim Gorman, Member

**ABSENT:** Robert Stemple

**ALSO PRESENT:** Selina Shaw, Town Administrator

**EXECUTIVE SESSION**

- At 7:00 PM, the Selectmen convened in the Town Administrator's Office. Chair Amoroso noted that with respect to Item #2a "purchase or value of real estate" an open meeting would have a detrimental effect on the negotiating position of the Selectmen. Chair Amoroso moved to adjourn to executive session to consider the value of real estate and to conduct a strategy session in preparation for negotiations with non-union personnel (Fire Chief and DPW Director), and to reconvene in open session to continue the regular business on the agenda at 7:30 PM in the Grange meeting room. Seconded by Member Fox. **Approved 4-0 by a roll call vote: Fox, aye; Suleiman, aye; Gorman, aye, and Amoroso, aye.**

Chair Amoroso re-convened the meeting in open session at 7:42 P.M. in the Grange Meeting Room of Town Hall

**ALSO PRESENT:** Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

**ANNOUNCEMENTS**

- As no videographer was available and the meeting was not being broadcast the Board dispensed with reading announcements.

**PUBLIC HEARING**

- At 7:42 PM Chair Amoroso convened a public hearing to consider proposed amendment(s) to the Finance Committee Bylaw. Finance Committee member, Jim Ham was the only member of the public present for this hearing. The purpose of these revisions is to allow the Finance Committee to place a designate on the proposed Community Preservation Committee. FinCom member Ham advised that he is in favor of these revisions. As there was no further comment Chair Amoroso concluded the hearing at 7:44 PM.

**APPOINTMENTS**

- No one asked to speak under the Citizens concerns.

**MINUTES**

- Member Gorman moved to accept the minutes for the regular session of March 24, 2014, and the executive sessions of April 16, 2014, [BoS Negotiating Team, Fire Chief], and April 17, 2014 [BoS Negotiating Team, DPW Director], as written. Seconded by Member Fox. **Approved 4-0.**

**SELECTMEN REPORTS**

- Member Gorman reported that he and Member Fox attended the last Historical Commission meeting. There was discussion on his proposal to create a War Memorial site in town. There was discussion on the location and landscaping concerns. There was also discussion as to the criteria for determining honorees to be listed. The BHC intends to reach out to their counterpart in Concord to discuss how they manage this process. He is looking at presenting this memorial proposal at the 2015 Town Meeting.

- Chair Amoroso reported that he had participated in the A-B IMA discussions earlier today. The purpose of the IMA is to lay out usage after the school property is conveyed to the A-B District. This was the 2<sup>nd</sup> major meeting and progress was made, ironing out areas that still needed to be resolved. He clarified that the MoU involves the actual conveyancing of the property to the District and the attorneys are working on finalizing the language, and he hopes to have a working draft next week. Acton has already signed their agreement with the District. Everything seems to be on track.

A discussion of these documents will be on their May 12<sup>th</sup> pre-ATM meeting agenda. Chair Amoroso noted that he would like to get these documents executed before Town Meeting. The Selectmen set the time for this pre-ATM meeting (5:30 PM).

- Member Suleiman reported that, though he was unable to attend, today's Personnel Board meeting, the purpose was to prepare for Town Meeting.
- Member Fox reported that the consultant for MassHousing has prepared a semi-final draft that shall be reviewed by Planner Hughes, himself, TA Shaw and BHB Chair Murphy. We seem to be in good shape and most of the pieces are in place. They still have to work out conveyancing mechanism and the outline for an RFP. They anticipate having working draft to present to the Selectmen in the near future.

## **OLD BUSINESS**

- The Selectmen took up discussion as to the Special/Annual Town Meeting - articles in general, and specifically preparing for amending the dollar amount in STM Article #4 as some departments will be able to fund within their existing budgets. There are also several consent/ revolving fund articles, for which the dollar amounts will also need to be corrected/amended. It was also noted that backup materials should be prepared in case the technology budget, new for FY 15 is pulled out of Article #5 for further discussion.

## **NEW BUSINESS**

- The Selectmen took up the appointment of Adam Duchesneau as the new Town Planner. It was noted he was unable to attend due to his attendance at his final Planning Board meeting in Melrose. TA Shaw reviewed the search team's efforts to find a replacement for Elizabeth Hughes. She noted that Duchesneau was the team's 1<sup>st</sup> choice. Further to the recommendation of the Town Planner search team, Chair Amoroso moved to appoint Adam Duchesneau as Town Planner for a term effective May 5, 2014 through June 30, 2015 Seconded by Member Fox. **Approved 4-0.**
- Discussion opened on a Reserve Fund Transfer Request for the DPW's Snow and Ice budget. This transfer is necessary due to the tough winter that hit us this year, causing the Town to spend significantly more than was budgeted. Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$29,694.79 from the Reserve Fund to account #001-423-5100-5110, Public Works – Snow and Ice Wages (\$5,623.08) and account #001-423-5400-5532, Public Works – Salt Expense (\$24,071.71). Seconded by Member Fox. **Approved 4-0.**
- Member Suleiman opened discussion on possibly creating a Code of conduct/values and statement of ethics. He provided background on this noting that he had been introduced to this concept at a Municipal Officials training that he attended several years ago. These materials were previously distributed to the Selectmen sometime last year. He would like the Selectmen to consider adopting this type of code He noted this would not constrain the Board nor revise the way they currently conduct business, but it would give a clear direction in dealing with those boards under the Selectmen's purview.

## **CORRESPONDENCE**

- There was discussion regarding the recent letter from FEMA concerning Flood Plain Map letter. It was noted that management of this process has been tasked to the Town Planner and this will be communicated to Planner Duchesneau.
- Member Suleiman provided follow up information on Ms. Canfield's letter concerning the Bikes not Bombs event. The turnout was overwhelming and he was pleased by the generosity of our neighbors & friends.

## **CONCERNS OF THE BOARD**

- Member Gorman advised that Chief Ryder intends to present a proposed Police Dept. policy to the Selectmen concerning a recent state mandate for the use of nasal naloxone.

## **EXECUTIVE SESSION**

- The Board determined an additional Executive Session was not necessary.

## **ADJOURN**

- At 8:17 PM, Chair Amoroso moved to adjourn. Seconded by Member Fox. **Approved 4-0.**